

## DJS YOUTH TRANSPORTATION OFFICER SUPERVISOR (2621)

### I. NATURE OF WORK:

The DJS Youth Transportation Officer Supervisor is the supervisory level of work transporting and escorting youths who have been detained or placed in a facility operated by the Department of Juvenile Services. Employees in this classification supervise lower-level DJS Youth Transportation Officers.

Employees in this classification receive general supervision from a designated DJS administrator or official. Employees may be required to work evenings, weekends or holidays and may be subject to call-in. The work involves operating motor vehicles such as ten passenger vans or automobiles on roadways throughout the State and, on occasion, interstate roadways. The work is also performed in detention areas in courthouses. Employees may be exposed to youths who may be abusive and hostile. Employees are required to physically subdue violent youths, intervene to prevent situations from escalating and prevent escapes if needed. Employees will be required to apply and remove mechanical restraining devices.

The DJS Youth Transportation Officer Supervisor is differentiated from the DJS Youth Transportation Officer Lead in that the DJS Youth Transportation Officer Supervisor supervises lower-level DJS Youth Transportation Officers while the DJS Youth Transportation Officer Lead trains and assigns, review and approves the work of lower-level DJS Transportation Officers but does not perform the full range of supervisory duties.

### II. EXAMPLES OF WORK: (Examples are illustrative only)

- Plans, schedules, supervises and evaluates the work of lower-level DJS Youth Transportation Officers;

- Coordinates with officials of youth facilities, DJS administrators, regional probation offices, sheriff's offices, police departments, Public Defender's Office, and juvenile courts regarding the transportation and temporary detention of youths;

- Trains DJS Youth Transportation Officers in the policies and procedures related to the transport and supervision of youths detained or placed in a DJS youth facility;

- Prepares daily transport schedules for DJS Youth Transportation Officers;

- Prepares monthly overtime and other ad hoc reports;

- Monitors fiscal objects such as overtime, supplies and telecommunications equipment in order to comply with budgetary and administrative allotments;

- Determines the number of Transportation Officers needed to complete special transport requests in a safe and secure manner;

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- Prepares incident reports;
- Enters daily transport information into computer system for review by the DJS administrator;
- Conducts searches of youths, vehicles and holding areas;
- Observes, supervises and controls youths in court detention areas;
- Escorts youths to courtrooms in a secure manner and provides a security presence in the courtroom;
- Subdues unruly youths and attempts to prevent escapes or runaways;
- May supervise youth in a facility during emergency situations;
- Performs other duties as required.

### III. REQUIRED KNOWLEDGE, SKILLS AND ABILITIES:

- Knowledge of Maryland traffic laws and regulations;
- Knowledge of policies, regulations and procedures for transporting, escorting and temporarily supervising youths in the care of the Department of Juvenile Services;
- Knowledge of vehicle maintenance and preventive care;
- Skill in developing the daily schedules for lower-level DJS Youth Transportation Officers;
- Skill in coordinating with the staff of youth facilities, regional probation offices, sheriff's offices, police departments and juvenile courts the secure and safe transportation and temporary detention of youths;
- Skill in using crisis intervention techniques with youths who may be unruly, violent or emotionally overwrought;
- Ability to supervise and evaluate the work of lower-level DJS Youth Transportation Officers;
- Ability to train lower-level DJS Youth Transportation Officers in the policies and procedures related to the transport and supervision of youths detained or placed in a DJS youth facility;
- Ability to monitor fiscal objects, prepare reports and maintain logs;
- Ability to communicate effectively with youths detained by the Department of Juvenile Services;
- Ability to establish and maintain effective working relationships with officials of youth facilities, regional probation offices, sheriff's offices, police departments, and juvenile courts, and with detained youths and their families or guardians.

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### IV. MINIMUM EDUCATION AND EXPERIENCE REQUIREMENTS:

Education: High School diploma or G.E.D. acceptable to the Maryland State Board of Education as described in the Correctional Training Commission Regulation.

Experience: Three years of experience providing supervision and guidance to youths in a juvenile facility or juvenile services community program for at-risk youth.

Note: The above educational requirement is set by the Maryland Correctional Training Commission in accordance with the Correctional Services Articles, Section 8-209.

### V. LICENSES, REGISTRATIONS AND CERTIFICATES:

1. Candidates must be fully certified by the Maryland Correctional Training Commission prior to appointment and are required to maintain certification while employed.
2. Candidates appointed to positions in this classification will be assigned duties which require the operation of a motor vehicle. Employees assigned such duties will be required to possess a motor vehicle operator's license valid in the State of Maryland.

### VI. SPECIAL REQUIREMENTS OF THE CLASSIFICATION:

1. In accordance with the Correctional Services Article of the Maryland Annotated Code, Section 8-209, the Maryland Correctional Training Commission shall establish the minimum qualifications for probationary or permanent appointment of a Department of Juvenile Services employee. These requirements are listed in detail in the Code of Maryland Regulations 12.10.01.04, general regulations of the Maryland Correctional Training Commission, and include:

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U.S. Citizenship or Resident Alien status

Must be at least 18 years of age

A thorough background check, including fingerprinting and drug testing

An oral interview, and

Physical and psychological examinations.

2. Employees in this classification may be subject to call 24 hours a day and may be required to provide the employing agency with a telephone number where the employee can be reached. A pager may be supplied to the employee.
3. Employees in this classification are subject to substance abuse testing in accordance with Code of Maryland Regulation 17.04.09 – Testing for Illegal Use of Drugs.

DATE ADOPTED: July 1, 2004

Class specifications are broad descriptions covering groups of positions used by various State departments and agencies. Position descriptions maintained by the using department or agency address the essential job functions of each position.

APPROVED:

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Director, Division of Salary Administration  
and Position Classification